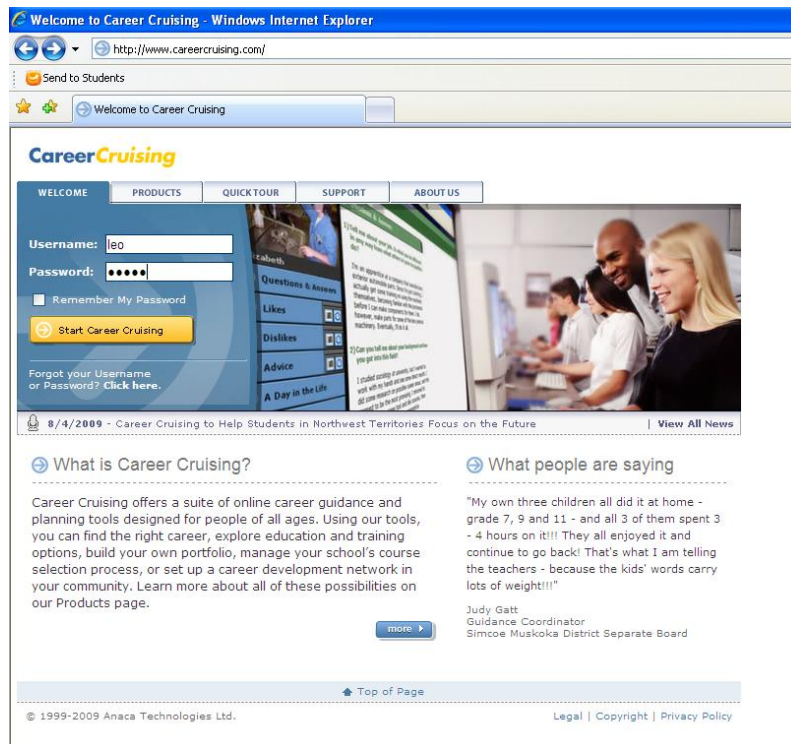


Career Cruising Module

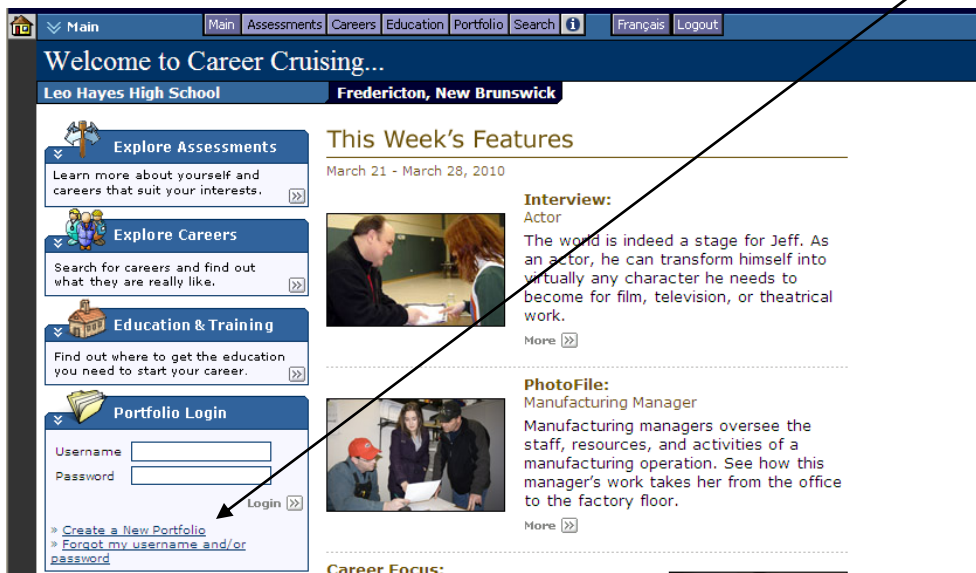
Grade 9 BBT

PART A:

1. Log into Career Cruising by going to www.careercruising.com



2. Login using the username leo and the password hayes.
3. Create a portfolio by clicking on the “Create a New Portfolio” link:



4. Fill in the boxes using your name, school email address and computer login password. If you do not know your school email address ask your teacher.

The screenshot shows the 'Create a New Portfolio' page. At the top, there's a navigation bar with 'Portfolio' selected. Below it, a header says 'Create a New Portfolio'. The main form is titled 'Enter the following information to create your portfolio'. It has two sections: 'My Information' and 'Select a Portfolio Username & Password'. In 'My Information', fields for 'First Name' (Chris), 'Last Name' (Stokes), 'Grade' (Grade 9), 'Gender' (Male), and 'Email Address' (chst00000@student.nbed.nb.ca) are filled. In 'Select a Portfolio Username & Password', 'Enter Portfolio Username' is 'Chris.Stokes', and both 'Enter Portfolio Password' and 'Confirm Portfolio Password' are masked with dots. A 'Create Portfolio' button is at the bottom. A red box on the right with an arrow points to the password fields, containing the text 'Use your computer username and password'. A disclaimer at the bottom states: 'By clicking on the Create Portfolio button, you are indicating that you agree to the End User License Agreement and Privacy Policy.'

5. When all boxes are complete click “Create Portfolio”.

6. Your screen should look similar to this:

The screenshot shows the 'Portfolio Homepage' for user Chris. The top navigation bar is the same. The main header says 'Portfolio Homepage' and 'Welcome Chris'. Below this, there's a 'Last Logon' timestamp: '3/23/2010 9:49:00 AM'. The page is divided into several sections: 'Quick Links' with links like 'Things to Remember', 'Update My Personal Profile', 'Change My Password', 'Advisement Log', 'Invite Others to View My Portfolio', and 'Guest Views of My Portfolio'; 'School Links' with a table for 'My Links' (Link Name, Action) and an 'Add a New Link' form with fields for 'Name' and 'URL'; and 'My Files' with a description and a 'Go to My Files' button. A left sidebar contains a list of links: 'Portfolio Homepage', 'Assessment Results', 'Careers that Interest Me', 'Schools that Interest Me', 'Education Plan', 'Career Preparation', 'Activities & Abilities', 'Work Experiences', 'Volunteer Experiences', and 'Special Tools'.

7. Log out of Career Cruising.

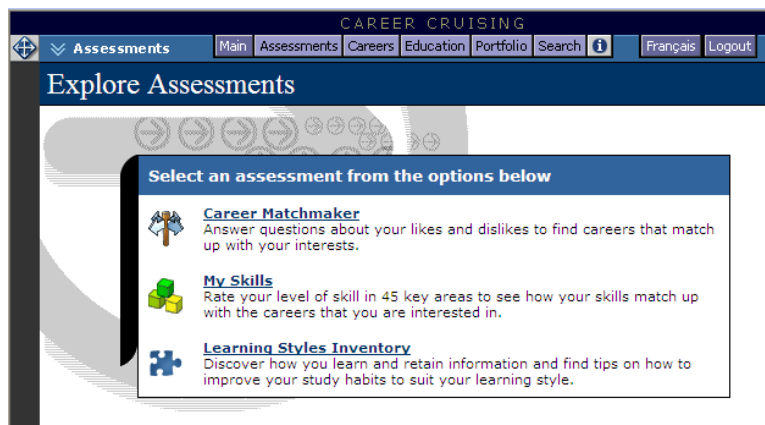
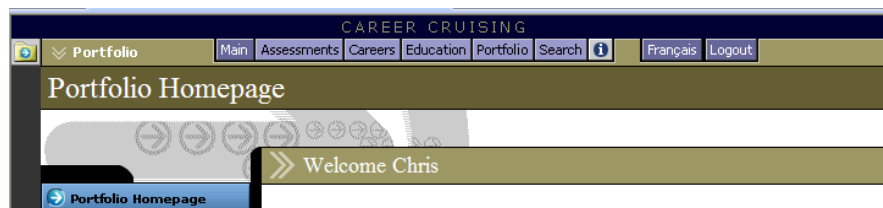
This is a close-up of the 'Special Tools' section from the previous screenshot. It shows a list of tools: 'Resume Builder', 'Printer-Friendly Version', and 'Portfolio Logout'. An arrow points from the text 'Log out of Career Cruising.' to the 'Portfolio Logout' button.

8. Log back into Career Cruising using your own username and password that you have now created.

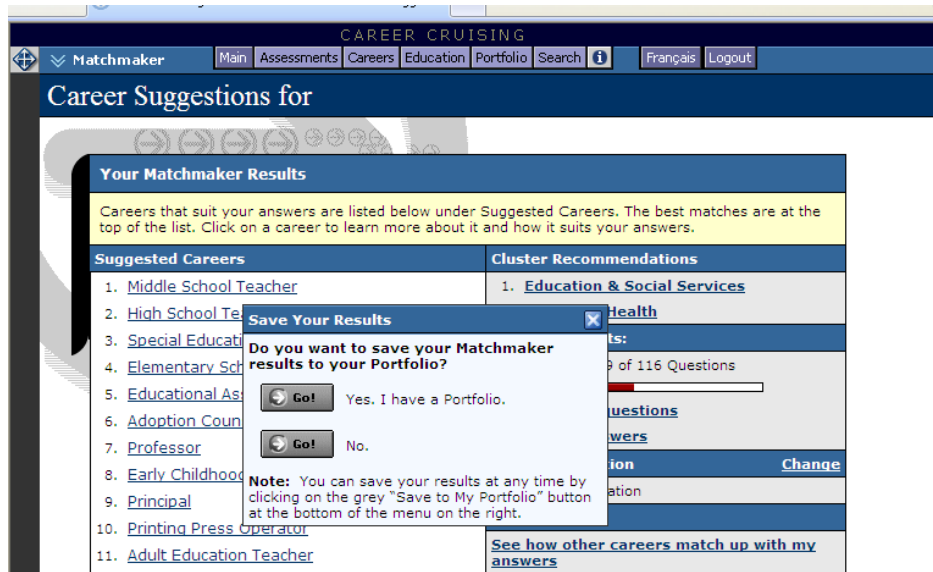
The screenshot shows the 'Portfolio Login' page of the Career Cruising website. At the top, there is a navigation bar with links: Portfolio, Main, Assessments, Careers, Education, Portfolio, Search, Français, and Logout. Below the navigation bar, the page title is 'Portfolio Login'. The main content area is divided into two sections. The first section, 'Login to your Portfolio', contains a form with two input fields: 'Portfolio Username' (with the text 'chris.stokes' entered) and 'Portfolio Password' (with masked characters '•••••'). To the right of the password field is a link that says 'Forgot my username and/or password'. Below the input fields is a 'Login' button. The second section, 'Create a New Portfolio', contains a 'New Portfolio' button and a link that says 'What is a Portfolio?'. To the right of the login section is a photograph of three people: a woman standing, a man crouching in the foreground, and another man standing behind him.

PART B:

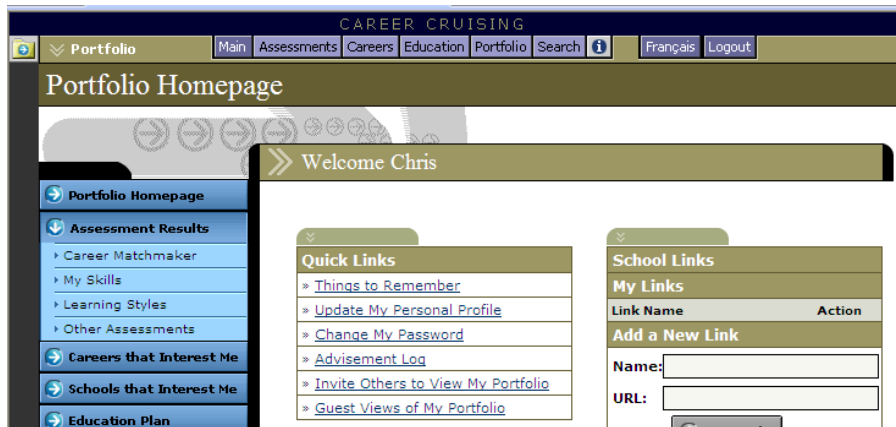
1. Complete the assessment questions by clicking on the Assessments button and start by clicking the Career Matchmaker link. Answer the 39 questions.



2. Click “Yes I have a Portfolio” Button.



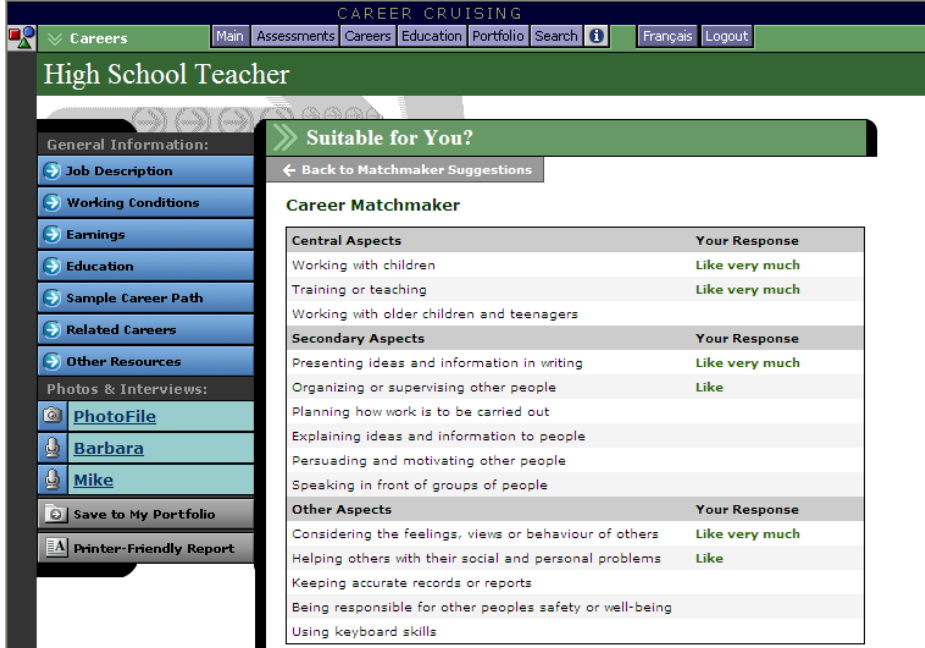
3. Your results for the Matchmaker questions should appear on your screen. Click on the Portfolio button and then the “Assessment Results” button on the left.



4. Click the Career Matchmaker button to see your results. Your screen should be similar to the one below showing your top 10 career matches:



5. From the 10 results, select one that you feel is most suitable to your interests. Now check out this career by exploring the buttons on the left such as Job Description, Working Conditions, Earnings, and Education. Also, check out the Photos & Interviews.



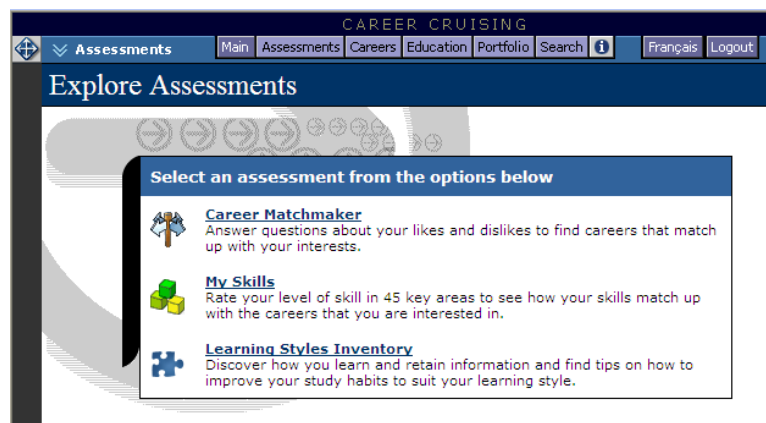
The screenshot shows the 'High School Teacher' career page on the Career Cruising website. The sidebar on the left contains the following links: General Information, Job Description, Working Conditions, Earnings, Education, Sample Career Path, Related Careers, Other Resources, Photos & Interviews, PhotoFile, Barbara, Mike, Save to My Portfolio, and Printer-Friendly Report. The main content area is titled 'Suitable for You?' and features a 'Career Matchmaker' table.

Central Aspects	Your Response
Working with children	Like very much
Training or teaching	Like very much
Working with older children and teenagers	

Secondary Aspects	Your Response
Presenting ideas and information in writing	Like very much
Organizing or supervising other people	Like
Planning how work is to be carried out	
Explaining ideas and information to people	
Persuading and motivating other people	
Speaking in front of groups of people	

Other Aspects	Your Response
Considering the feelings, views or behaviour of others	Like very much
Helping others with their social and personal problems	Like
Keeping accurate records or reports	
Being responsible for other peoples safety or well-being	
Using keyboard skills	

6. Once you have explored a few careers, click on the Assessments button (top menu bar) and complete the “My Skills” questions by clicking the link.



The screenshot shows the 'Explore Assessments' page on the Career Cruising website. The sidebar on the left contains the following links: Assessments, Main, Assessments, Careers, Education, Portfolio, Search, Français, and Logout. The main content area is titled 'Explore Assessments' and features a 'Select an assessment from the options below' section with three options:

- Career Matchmaker**: Answer questions about your likes and dislikes to find careers that match up with your interests.
- My Skills**: Rate your level of skill in 45 key areas to see how your skills match up with the careers that you are interested in.
- Learning Styles Inventory**: Discover how you learn and retain information and find tips on how to improve your study habits to suit your learning style.

7. Click “Yes I have a Portfolio” Button.

The screenshot shows the Matchmaker interface with a navigation bar at the top containing links: Matchmaker, Main, Assessments, Careers, Education, Portfolio, Search, Français, and Logout. Below the navigation bar is a header "Career Suggestions for Chris Stokes". The main content area is titled "Your Matchmaker Results" and contains a list of suggested careers with corresponding skills scores. A dialog box titled "Save Your Results" is open, asking "Do you want to save your Matchmaker results to your Portfolio?". The dialog has two buttons: "Go!" with "Yes. I have a Portfolio." and "Go!" with "No.". A note below the buttons states: "Note: You can save your results at any time by clicking on the grey 'Save to My Portfolio' button at the bottom of the menu on the right." The list of suggested careers includes: Middle School Teacher (B), High School Teacher (B), Special Education Teacher (C), Elementary School Teacher (B), Educational Assistant (B), Adoption Counsellor (B), Professor (B), Early Childhood Educator (B), Principal (B), Printing Press Operator (B), Adult Education Teacher (A), Developmental Service Worker (C), Foreign Language Instructor (C), ESL Teacher (A), and Sport Psychology Consultant (A). The right side of the interface shows "Cluster Recommendations" with "1. Education & Social Services" and "2. Medical & Health". It also displays "Results: 39 of 116 Questions" and a "Legend" for skills.

Your results screen now interprets your results by placing a letter beside each career as shown below. Notice the color coding. The boxes to the right of your Career Suggestions indicate how well your skills match the requirements of a particular career.

The screenshot shows the Matchmaker interface with a navigation bar at the top containing links: Matchmaker, Main, Assessments, Careers, Education, Portfolio, Search, Français, and Logout. Below the navigation bar is a header "Career Suggestions for Chris Stokes". The main content area is titled "Your Matchmaker Results" and contains a list of suggested careers with corresponding skills scores. A dialog box titled "Interpreting Your Results" is open, explaining the color coding for the skills scores. The dialog has a legend: A Very Good Match (green), B Good Match (yellow), C Fair Match (orange), D Questionable Match (red), and E Poor Match (dark red). A note below the legend states: "Note: Your list of career suggestions will not change as a result of having completed the skills assessment. Instead, the skills assessment determines your skills rating for careers that match your interests." The list of suggested careers includes: Middle School Teacher (B), High School Teacher (B), Special Education Teacher (C), Elementary School Teacher (B), Educational Assistant (B), Adoption Counsellor (B), Professor (B), Early Childhood Educator (B), Principal (B), Printing Press Operator (B), Adult Education Teacher (A), Developmental Service Worker (C), Foreign Language Instructor (C), ESL Teacher (A), Sport Psychology Consultant (A), Psychologist (B), Curriculum Specialist (B), and Corporate Trainer (B). The right side of the interface shows "Cluster Recommendations" with "1. Education & Social Services" and "2. Medical & Health". It also displays "Results: 39 of 116 Questions" and a "Legend" for skills.

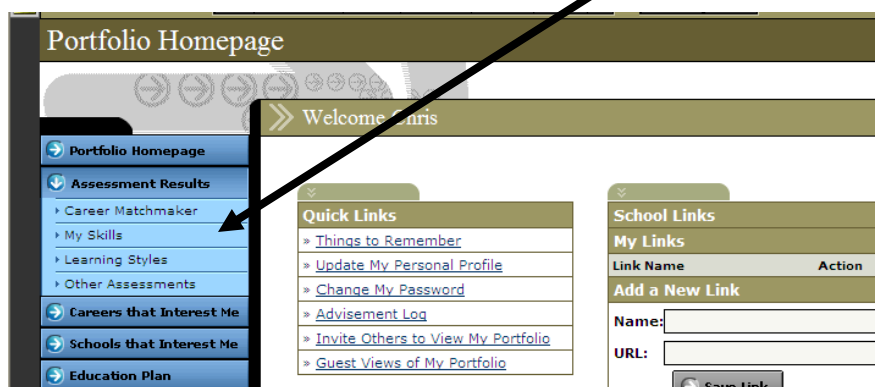
8. Click “answer more questions” to the right of your list and answer 60 questions on your likes and dislikes.

9. Click “Yes I have a Portfolio” Button.

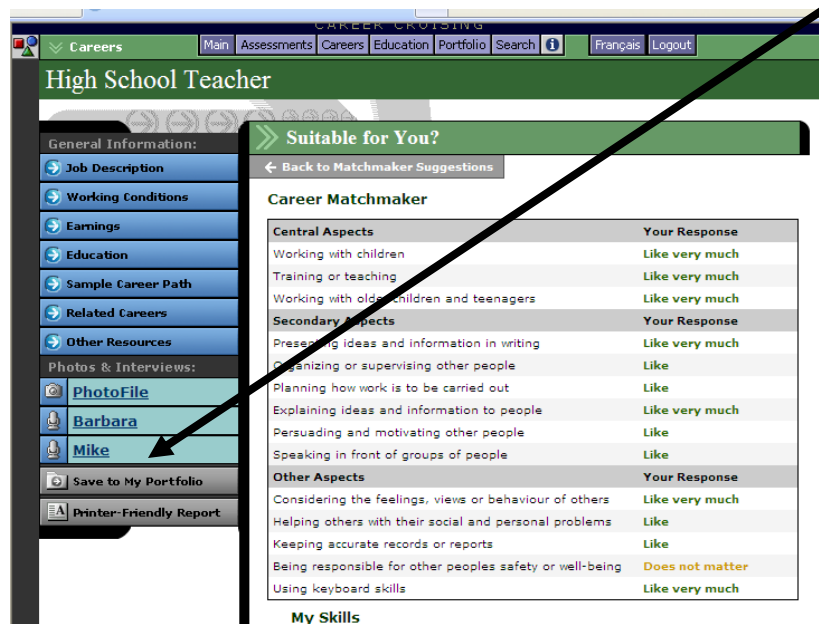
10. Click “answer more questions” to the right of your list and answer the remaining 17 questions on your likes and dislikes to narrow down your career matches.

11. Click “Yes I have a Portfolio” Button.

12. One last assessment to complete! Click on the Assessments button on the top menu bar. Complete the Learning Styles Inventory.
13. Click “Yes I have a Portfolio” Button, notice the results and note what type of learner you are.
14. Click the “Save” button at the bottom of your Learning Styles Profile screen.
15. Return to your portfolio by clicking the Portfolio button on the top menu bar.
16. Check your “assessment results” again on the left side of your screen. You can now investigate your results for career matchmaker, your skills, and your learning styles.



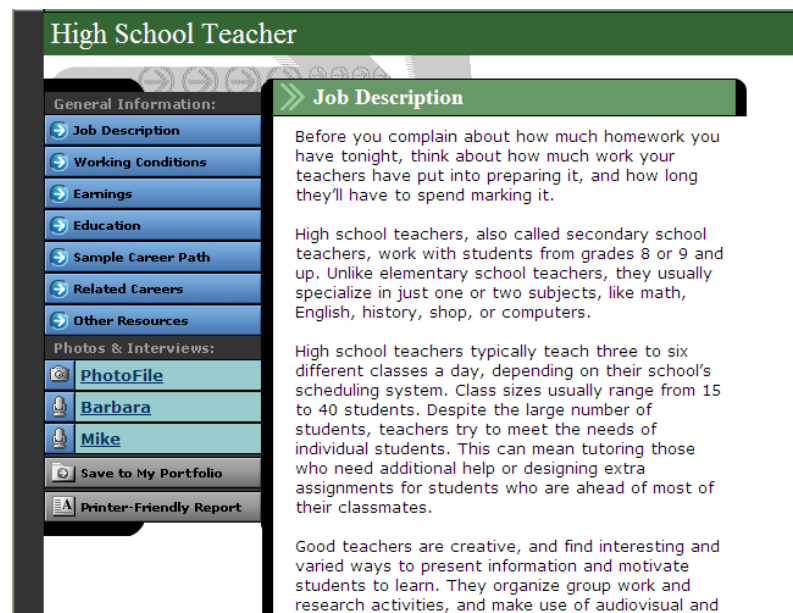
17. Under the “Career Matchmaker” tab and the “My Skills” tab your results should be narrowed down to more specific careers best matched with your interests. The list should include the top 10. (If you want to see more, click on the link at the bottom of the list “See all results”)
18. Select 3 careers in the top 10 list of your “assessment results” and save each one to your portfolio.



19. Click on the button “Careers that Interest Me” and the 3 you selected should appear in this list.



20. Click on each career, one at a time, to research it. Use the buttons at the left of your screen to explore the job description, working conditions, earnings, and education for each. There are also photos and interviews you can use to learn more about each career.



PART C: FINAL PROJECT

- 1. Choose 1 of your final top career matches and research the career using the Career Cruising website or any other website that will give you information related to this career. Check these sites for researching your career:**

<http://www.gnb.ca/0003/index-e.asp>

- click the VRL Tab at the top of the page and go to the Education links**

www.workingincanada.gc.ca/

- 2. Prepare a Power Point presentation using your research information to explain the following:**

**Job Description
Education
Earnings
Working Conditions
Topics of Interest for this Job**

These are suggestions for your presentation:

- a. Name of Career**
 - b. Tasks involved in this career**
 - c. Education/training required**
 - d. Where this education is available (Post Secondary Schools)**
 - e. Cost of education or training**
 - f. Job Prospects**
 - g. Starting salaries**
- 3. Present your project to the class on presentation day.**